

## **“Use Unit Letterhead”**

### **Example Memorandum for Transition of Checking Account**

Transition of Checking Account from Outgoing Treasurer to Incoming Treasurer

SD-XXXXXXXXXX

(DATE)

MEMORANDUM FOR (Enter Unit Designation) FRG Checking Account  
Transition Report

SUBJECT: Transition of Checking Account to New Treasurer

1. The current balance as of (Enter today's date) is (Enter balance).
2. The reconciliation of the account on (Enter Date) showed that (Enter Number) items with a balance of (Enter balance) have not yet been posted to the account and are still outstanding.
3. Documents accompanying this transition are: All bank statements, checkbook registers, receipts, records of donations and any other records pertinent to the checking account. (These stated documents as a minimum must accompany the transition).
4. I, (Enter Name of Outgoing Treasurer), accept responsibility for the fund balance as indicated above and relinquish all financial records and information to (Enter Name of Incoming Treasurer).
5. Your point of contact for this report is (Enter Outgoing Unit Treasurer's Name and Phone Number).

FRG Outgoing Treasurer  
Signature Block

DISTRIBUTION:  
Unit Commander  
State Family Readiness Office  
Unit Family Readiness Group Lead Volunteer  
Incoming FRG Treasurer